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ABSTRACT

Pending a revision of the handbook, the 1971 edition is reprinted virtually unchanged. Its two major sections cover administrative and faculty organization. Details are offered on the roles of the administrative officers, including the board of directors, the president, and the general administrative officers for academic affairs, business management, development and public relations, and student services. The faculty data deals with faculties and schools, the Executive Faculty or School Council, the deans, faculty membership, department chairmen, and professional standards and procedures. Additional information is given on rank and tenure, tuitional grants, patent and copyright policy, the Constitution of the Senate, and fringe benefits. (LEH)

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FACULTY HANDBOOK

GEORGETOWN UNIVERSITY

ED125375

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FACULTY HANDBOOK

1971

GEORGETOWN UNIVERSITY

Washington, D. C. 20007

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GEORGETOWN UNIVERSITY
Washington, D.C.

Foreword

Pending a revision of the *Faculty Handbook*, the 1971 edition has been reprinted.

With the exception of an up-dated list of administrative officers, the present issue is virtually unchanged.

Suggestions for changes in the *Faculty Handbook* will be kept on file in the Office of the Executive Vice President for Academic Affairs.

ALOYSIUS P. KELLEY, S.J.
Executive Vice President
for Academic Affairs
and Dean of Faculties

September 1, 1974

INTRODUCTION

History of the University

Georgetown University, conducted by the Society of Jesus, includes the College of Arts and Sciences, the Graduate School, the School of Medicine, the Law Center, the University Hospital, the School of Dentistry, the Edmund A. Walsh School of Foreign Service, the School of Nursing, the School of Languages and Linguistics, and the School of Business Administration. The Medical Center includes the School of Medicine, the School of Dentistry, the School of Nursing, the University Hospital, and related research programs. The Law Center includes the undergraduate and graduate divisions and the Continuing Legal Education Institute. Each School is under the direction of its own Dean, and each Faculty has the power of legislation in its own affairs, but this power can be exercised only under the jurisdiction of the President and Directors of the University and subject to their approval.

The first Jesuit school in colonial Maryland was established in 1677 at Newton and continued in operation until 1699. Between 1745 and 1750 the Society conducted a school at Bohemia Manor. About 1785 John Carroll, later the first Archbishop of Baltimore, proposed to his associates the erection of a College at Georgetown on the Potomac. In 1789 the first building was constructed, although 1789 is commonly considered the year of the foundation of the College, as the deed of the original piece of ground was dated January 23, 1789. This marks Georgetown as the oldest Catholic institution of higher learning in the United States.

Georgetown, the site of the new college, has been a busy port and commercial center of the Middle Atlantic area since 1750. In 1789, the same year as Georgetown's founding, the Federal Constitution was approved by delegates from the original states and planning was begun for the future Federal capital. This area eventually absorbed the old port of Georgetown.

In the year 1805 the Society of Jesus was again reorganized and Georgetown College was formally committed to the Jesuit Fathers, under whose control and direction the University remains. An act of Congress dated March 1, 1815 granted it the power of conferring degrees and on March 30, 1833 the Holy See empowered Georgetown College to confer the degrees of Philosophy and Sacred Theology. The formal incorporation of the institution was effected by Congress in 1844.

The Society of Jesus continued this pioneering work when they opened, at Georgetown, instructional opportunities beyond the college level. The Graduate

School, offering higher mathematics and philosophy, was established in 1820 and granted its first degree of Master of Arts in 1821. The Medical School, the oldest Catholic institution of its kind, was founded in 1851 and the original University Hospital, which not only improved the quality of medical instruction but has made many contributions to the welfare of the Washington community, was built in 1898. The Law Center was established in 1870 and has achieved an enviable record in the field of training lawyers and judges who have served throughout the country. At the turn of the century two new schools, the Dental, founded in 1901, and Nursing in 1903, rounded out the program for students interested in the healing arts. In 1951 the School of Nursing introduced the baccalaureate program in this field. In 1919, at a time when America was becoming more aware of the responsibilities of world leadership, Georgetown founded the School of Foreign Service for the training of future American diplomats and overseas businessmen. It was the first international school of its kind. In September 1957 this School became the Edmund A. Walsh School of Foreign Service to honor the memory of its founder. The School of Languages and Linguistics was a direct outgrowth of demands created by the School of Foreign Service. It is designed to give specific, intensive training in approximately twenty-five languages. Finally, the School of Business Administration was founded to prepare men and women for service in the fields of business and government. The Business Administration curriculum was introduced in the School of Foreign Service in 1936 and twenty years later this became a separate School. The Summer School, established as a distinct division of the University in 1951, coordinates the offerings of the Undergraduate Schools and the Graduate School of Arts and Sciences.

Today Georgetown University is an institution of some 8,000 students. The main campus overlooks the Potomac and the city of Washington, and is about a ten-minute drive from the White House and other historical landmarks of the Capital.

Objectives of the University

The objectives of Georgetown University as an American, Catholic, Jesuit institution of higher learning are first of all to represent certain established principles, specific ideals, and definite traditions through which she seeks to uphold, defend, propagate, and elucidate the integral Christian and American cultural heritage. By its curriculum and educational policy, the University strives to develop the whole man through the cultivation and discipline of the will as well as by the formation of intellect and by the sharing of factual information. This guiding norm controls the teaching of the Liberal Arts in the College of Arts and Sciences; sets the standards of scientific research and documented studies in the Graduate School and its related observatories; inculcates moral codes as well as professional techniques in the Schools of Medicine, Law, Dentistry, and Nursing; instills a sense of responsibility in preparation of the student for international affairs, business, and public administration, in the Schools of Foreign Service, Business Administration, and Languages and Linguistics. To accomplish this aim, the University offers a variety of programs for study and training within the framework of these principles, ideals, and traditions. The University seeks to promote the highest personal development of the individual student and the most effective use of his talent in the various fields of learning, research, vocational, and avocational endeavor.

The established *principles* are the demonstrated philosophical truths about the nature of man, the universe and God; the truths of Christian revelation and their crystallization through the centuries, including such truths as are expressed in the opening paragraphs of the Declaration of Independence and are the foundation and principle of the American Constitution and its Bill of Rights.

The specific *ideals* are the great worth and satisfaction of cooperating in the creative development of all human talent through the proper use of liberty, in virtue of the transcendent dignity of the individual moral person and his unique position in the universe; the perfectibilty of society through the acquisition and practice by its members of the theological, intellectual, moral virtues and their derivatives, e.g., patriotism, loyalty, and social consciousness; the value of service to the community as an expression of Christian democratic ideals.

The definite *traditions* are the Christian culture and conduct having their source and inspiration in the teachings and example of Christ; the opportunities open to all individuals in America for personal initiative, political and religious liberty, and the democratic processes of organization.

ADMINISTRATIVE ORGANIZATION

I. THE BOARD OF DIRECTORS

The Board of Directors is the governing body of the University. It is a body of at least twelve members enjoying legal jurisdiction over the academic and business procedures of the University. One of its members is elected Chairman of the Board; and one, Vice-Chairman, according to the By-Laws of the Board. The Board also elects a Secretary.

A. *THE SECRETARY OF THE UNIVERSITY* notifies the members of the Board of meetings of the Board, prepares and distributes copies of the agenda and minutes of the meetings to the members. He is the custodian of the official minutes and seal of the University. He certifies the legal acts of the Corporation and other documents and keeps a record of the certification of documents and use of the seal.

II. THE PRESIDENT OF THE UNIVERSITY

The President of the University is appointed by the Board of Directors. He is responsible for the educational and general administration of the University. His duties are:

1) to give such directions and perform such acts as, in his judgment, shall promote the best interest of the University,

2) to report to the Board of Directors annually and as occasions require,

3) to appoint Chairmen of Departments, Professors and Associate Professors,

4) to appoint, with the concurrence of the Board of Directors, Vice Presidents and Deans,

5) to supervise the functions of the University Officers of Administration,

6) to appoint members to University Committees,

7) to serve as an *ex officio* member of all University Committees,

8) to receive and approve reports of the Deans of all Schools,

9) to confer degrees in course in the name of the Board of Directors on the recommendation of the Deans and Faculties in the respective Schools,

10) to confer honorary degrees in the name of, and on the recommendation of, the Board of Directors.

A. *THE ASSISTANT TO THE PRESIDENT* is a member of the President's staff as a special assistant to him for carrying out functions proper to the President's Office as designated by the latter.

B. *THE DIRECTOR OF CAMPUS MINISTRIES* is the chief religious officer of the University and is responsible for fostering religious life and spiritual development. He reports to the President and is a member of his Cabinet.

C. *THE DIRECTOR OF INTERNATIONAL AND FOREIGN STUDENT PROGRAMS* administers all overseas contracts and grants. He also assists academic administrators in the direction of all foreign study programs, and provides special counseling and assistance to foreign students on the Main Campus. He also promotes international interest and is prepared to assist all international programs. He reports to the President.

D. *THE DIRECTOR OF THE CENTER FOR POPULATION RESEARCH* supervises all activities of the Center, both demographic and medical. He is directly responsible to the President.

E. *THE BOARD OF REGENTS* is an advisory Board of not more than thirty members. The original Board was appointed by the President of the University on the recommendation of the Board of Directors. New members are chosen by the Board of Regents with the advice of the President. The Regents are chosen on the basis of their personal prestige, their recognized integrity of character and achievement, their ability in academic and busness affars, and their interest in the University and its work. Their areas of concern include financial affairs, fund raising, and public relations.

III. GENERAL ADMINISTRATIVE OFFICERS

A. Academic Affairs

1) *THE ACADEMIC VICE PRESIDENT AND DEAN OF FACULTIES* is a line officer of the University administration with direct responsibility except in the Medical Center for the following:

a) coordinating academic programs in all Schools,

b) supervising and arranging all Academic Convocations, Commencements, and general faculty meetings, which he will call after consultation with the President. He shall issue all directives to the University faculty for same,

c) issuing, in the name of the University, formal letters of appointment for faculty members engaged by the Deans upon the recommendation of the Departmental Chairmen for the ranks of Assistant Professor, Instructor, or Lecturer.

He is ultimately responsible for the following:

a) as Dean of Faculties, for the administration of University policy relative to all faculty personnel, except in the Medical Center, in every aspect of faculty status and welfare. In this capacity he does not trespass on the jurisdiction of the Deans who have immediate supervision of the instructional programs involving both faculty and students in their respective schools,

b) the supervision and direction of admissions, registrations, record procedures, and libraries,

c) the University scholarship policy.

He is Chairman of the Board of Studies and the Council of Deans, a member of the Campus Planning and Building Committee, and the University Planning and Building Committee.

a) *THE ASSISTANT ACADEMIC VICE PRESIDENT* is the principal assistant of the Academic Vice President and in his absence is Acting Vice President. He is also Consortium Liaison Officer.

b) *THE UNIVERSITY REGISTRAR* has faculty privileges. He has supervision over the Registrars in the various Schools of the University in matters of registration, records, and grades. He is Chairman of the Board of Registrars, which determines registration procedures for the respective Schools.

He is responsible to the Academic Vice President for all University registration, records, and grades, and for the publication of the University Calendar.

c) *THE DIRECTOR OF UNDERGRADUATE ADMISSIONS* has faculty privileges. He is Chairman of the Admissions Committees of the Undergraduate divisions of the University. His office is responsible for the processing and recording of all applications and, through the Committees, acceptance of students to the undergraduate divisions.

The Director of Undergraduate Admissions reports to the Academic Vice President on all matters of admissions, scholarships and financial aid.

2) *THE VICE PRESIDENT FOR MEDICAL CENTER AFFAIRS* possesses line authority from the President for academic affairs in the Medical Center. He has direct responsibility for the following:

a) coordinating the functions of the Deans of the Schools of the Medical Center and the Medical Director of the Hospital,

b) approving and issuing letters of appointment to faculty members recommended by the Deans of the Medical Center for the ranks of full-time Assistant Professor, and Instructor, and for Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor,

c) recommending to the President of the University the appointments of the Directors of the various services of the Hospital recommended by the Medical Director of the Hospital,

d) approving the appointment of supervisory personnel not of faculty rank in the Hospital as recommended by the Administrator,

e) recommending, with the Deans and Executive Faculties, all appointments of full-time faculty members of the rank of Professor and Associate Professor in the Medical Center to the University Committee on Rank and Tenure,

f) recommending, with the Deans, to the President of the University, all appointments of Departmental Chairmen and members of the Executive Faculties of the Schools of the Medical Center.

He is ultimately responsible for the following:

a) the implementation, through the Administrative and Executive Officers, of all policies and regulations established by the Board of Directors and the Medical Center Council.

b) the presentation to the University Budget Committee of all budgets of the various units of the Medical Center. The budgets are approved, following completion by the Medical Center Budget Committee, by the University Budget Committee and the Board of Directors. Subsequently matters related to the approved budgets may proceed directly between the Medical Center Vice President and the Budget Officer,

c) the presentation of Annual Reports of the Deans of the Medical Center and the Administrator of the Hospital to the President of the University,

d) food service at the Medical Center,

e) maintenance and special projects in the Medical Center. Routine alterations and renovations that do not substantially alter existing buildings and areas are approved by the Administrator or Dean concerned and handled by a project form through the Superintendent and Vice President for Medical Center Affairs. All other construction is reviewed by the Medical Center Planning Committee. Approved projects are routed through the Vice President for Medical Center Affairs to the University Planning and Building Committee. The Vice President for Planning and Physical Plant is a member of this Committee and as such he is made aware of those items that will come to him as the responsible officer to procure bids. Further negotiations are then conducted directly between him and the Vice President for Medical Center Affairs. Routine contracts may be negotiated by the Vice President for Medical Center Affairs and signed by the Treasurer and attested by the Secretary of the University.

He is Chairman of the Medical Center Council and a member of the Medical Center Planning and Building Committee and University Planning and Building Committee.

B. Business Management

1) *THE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS* has direct responsibility for the following:

a) budget preparation,

b) nonacademic personnel administration,

c) data processing services,

d) accounting,

e) business management of special services, i.e., student housing, food service,

f) purchasing,

g) print shop,

h) bookstores,

THE TREASURER, who reports to the Vice President for Administrative Affairs, is responsible for the following:

a) custody of all University funds and securities,

b) management of the invested funds of the University under the direction of the Board of Directors and after obtaining the advice of competent investment counsel,

c) signing of all contracts and grant requests entered into or made in accordance with the established policies of the University and the supervision of the manner of their fulfillment,

d) custody of all contract documents and other legal documents pertaining to any department of the University,

e) procuring of competent legal and financial advice to assure the President and Board of Directors that legal instruments signed in the name of the University will safeguard the interests of the Corporation and achieve the desired results,

f) securing adequate insurance against all risks to which the Corporation or its properties may be exposed,

g) supervision of student loan funds,

h) maintenance of all records pertaining to the University Retirement Fund, providing for the annual audit of that Fund; the inspection, at least every two years, of that Fund by qualified actuaries.

i) receiving gifts, legacies and devises to the Corporation and consenting, with the advice of the University Council, to modfications of testamentary gifts, legacies and devises to the Corporation.

C. Development and Public Relations

THE VICE PRESIDENT FOR DEVELOPMENT AND PUBLIC RELATIONS assists and advises the President in planning the growth and development of the university; counsels the President and others on the public relations aspects of the university, its current operations and its future programs; implements, under the direction of the President, the development and public relations programs of the university.

1) is responsible for the integration of operational, capital giving and deferred giving programs of the university, and the coordination thereof with all university publics,

2) responsible for the planning, staffing, coordination and efficient operation of the Office of Development and Public Relations,

3) promotes good relationships between the university's publics, internal and external,

4) reviews and coordinates university publications,

5) represents the university personally as the President and Board of Directors may from time to time direct,

6) performs other duties and missions as the President and Board of Directors may request.

D. Student Services

THE VICE PRESIDENT FOR STUDENT DEVELOPMENT coordinates student personnel programs and integrates them with the total educational purposes of the University. He is ultimately responsible for the following areas of undergraduate student life:

1) housing and related services,

2) health service,

3) educational and psychological services bureau,

4) foreign student advisement,

5) athletics,

6) student activities,

7) student conduct: norms and regulations,

8) student government,

9) placement.

E. Planning and Physical Plant

THE VICE PRESIDENT FOR PLANNING AND PHYSICAL PLANT is a line officer of the University directly responsible to the President. He is delegated ultimate authority in the broad area of facility planning and he is directly responsible for the upkeep, maintenance and operation of the physical plant. He exercises control and coordination responsibility for the following:

a) Development of the Master Plan in the areas of Programming, Facilities, Operations, and Site in coordination with the various Vice Presidents and other University officers.

b) Updating and maintaining the currency of the Master Plan.

c) Implementation of the Master Plan as it pertains to construction.

d) Coordination of short-range requirements and plans into the Master Plan.

e) Determination of the physical condition and adequacy of present facilities by continuous inspection and planning and programming of necessary improvements and repairs.

f) Operation of the transportation, housekeeping and maintenance shops of the Physical Plant.

g) Operation of utility plants and distribution systems.

h) Direction of all new construction and major renovations.

i) Operational management of Residential Investment Properties.

j) Direction of University security, fire prevention, and safety forces.

k) Operation and enforcement of University automobile parking and traffic regulations.

l) Maintenance of a grounds improvement program through planning and landscaping.

FACULTY ORGANIZATION

I. FACULTIES AND SCHOOLS

The University has the following faculties and schools:

1) *Faculty of Liberal Arts*
   a) College of Arts and Sciences
   b) School of Foreign Service
   c) School of Languages and Linguistics
   d) School of Business Administration
   e) Graduate School of Arts and Sciences
   f) School of Nursing
   g) School for Summer and Continuing Education

2) *Faculty of Law*
   Law School

3) *Faculty of Medicine and Dentistry*
   a) School of Medicine
   b) School of Dentistry

II. THE EXECUTIVE FACULTY OR SCHOOL COUNCIL is the ordinary educational policy-making body for that school. It functions within the norms established by the President and Board of Directors for the University.

In addition to its *ex officio* members, it is composed of the Dean of the School as Chairman and the Departmental Chairmen of the school, or other members of the faculty, all of whom receive their appointments according to the procedures outlined in the Constitutions of these Executive Faculties.

III. THE DEANS are the administrative heads of the Schools. They have the primary responsibility for the general efficiency of the instructional programs of the Schools and have the obligation of carrying out all University policies and the regulations adopted by the Executive Faculties in keeping with University policy.

The Deans are appointed by the President of the University with the concurrence of the Board of Directors and after consultation with the Faculty Senate, are responsible to him for the proper conduct and administration, and the constant development and improvement, of the Schools in all phases of their work and activity.

The Dean is Chairman of the Executive Faculty and *ex officio* member of all committees in the School and

1) appoints faculty members to committees of his School, to assignments of minor administrative duties, and to special posts as may seem advisable,

2) presides at meetings of his faculty, represents his School on the University Council of Deans, and makes public and professional contacts as his time and opportunity permit,

3) gathers from the Chairmen of the Departments assigned to his School all necessary data for the tentative budget,

4) supervises the work of the Departments through their Chairmen,

5) sees that significant data concerning the work and activities of his School, faculty, and student body are collected, digested, and recorded in permanent form,

6) makes annual reports to the President, through the Academic Vice President, or Medical Vice President, on the functioning of his School, and to other University officers such reports as may, from time to time, be requested,

7) is responsible over the Registrar for the assignment of teachers and the scheduling of courses in his School.

Scholastic Duties

1) He supervises the educational activity of his School, the curricula, courses, and methods of instruction.

2) He gives special attention and cooperation to the Departments assigned specifically to his School, conferring with their respective Chairmen and referred their needs and problems to the President, through the Academic Vice President, or Medical Vice President, with comment and recommendation.

3) He approves the appointment of faculty members on the recommendation of the Chairmen of the Departments, to the ranks of Lecturer, Instructor, and Assistant Professor. The formal letter of appointment is issued by the Academic Vice President, or Medical Vice President.

4) He studies the problems of his educational and professional field, keeps informed on trends and developments in it, and discusses, with his Executive Faculty, adjustments of curriculum, courses, and methods to keep abreast with general progress in such field.

5) He recommends, in conjunction with his Faculty, candidates for degrees to the President and Board of Directors of the University.

6) He instructs new teachers in his School on details of the University policy and practice.

IV. FACULTY MEMBERSHIP

The complete description of ranked or ordinary faculty and other faculty members is included in the Rank and Tenure statement. Members of the faculty are expected to participate in the academic life of the University by attendance at Commencement, Convocations, general faculty meetings and similar University functions, and by acceptance of assignment to committees. Although Admin-

istrative officers as such do not have tenure, they share in certain rights and privileges of the faculty. They receive the educational and welfare benefits accorded to the officers of instruction.

V. CHAIRMEN OF DEPARTMENTS

General Duties

A department is organized with a Chairman, members, and attached members. The Chairman is appointed by the President. Members of the Department are Faculty members who teach a majority of their hours per week in the Department concerned. Attached members are *all* Faculty members who teach any subject in the Department concerned. A Faculty member is a member of only one Department but he may be an attached member of several Departments. The duties of attached members of a Department in general are no different from those of members.

The Chairman consults regularly with the Dean of his school, to whom he is responsible.

The Chairman of the Department supervises the members and attached members of his Department in academic and technical matters and is responsible for maintaining the highest possible grade of instruction in every school in which the members of his Department teach.

The Chairman of the Department should periodically visit the classes being conducted by the members of his Department.

With the advice of his Department, he determines the objectives of each course in his Department, subject to the objectives and directives of the Executive Faculty of the School.

He communicates ewith the Dean of each respective School in matters which concern a School, its students, or courses, and is responsible to the Dean for the instruction provided for that School.

He prepares, with the cooperation of the members of his Department, a syllabus for each course in his Department which states the objectives of the course.

He keeps informed of the trends and developments in his field of studies and, from time to time, suggests to the Dean changes in courses or curricula in compliance with trends and developments, consistent with the objectives of the curriculum.

He presides at meetings of his Department, which are held monthly. Particular attention is devoted in these meetings to problems of instruction. Brief minutes of these meetings are prepared and copies thereof are filed in the Offices of the Academic Vice President, or Medical Vice President, and the Dean concerned.

He takes care of the official correspondence relating to his Department, provides an estimate of needs for the tentative budget, and submits such reports to his Dean and other University officers as may be required.

He recommends candidates to the Dean for appointment to his Department, and members of his Department for promotion.

He files with the Dean, an annual evaluation of the members of his Department.

The Chairman is expected to be available as departmental needs shall require and to provide an Acting Chairman during his absence. Arrangements for this should be made with the Dean.

APPARATUS, EQUIPMENT, ETC.

The Chairman of the Department is responsible for (1) the maintenance of apparatus and equipment belonging to his Department and keeping it in good operating condition and repair, and (2) the arranging and storing of apparatus, equipment, and supplies in safe, orderly, and accessible fashion.

He prepares and maintains an up-to-date inventory of all the apparatus and equipment (with auxiliary units and appliances) of his Department. Copies of such inventory are filed in the Office of the Dean.

He recommends the purchase of books, apparatus, equipment, and supplies for his Department.

He submits instructions to the Bookstore, through the Office of the respective Dean, for the purchase of textbooks for students taking courses in his Department, giving estimates of the number needed.

EDUATIONAL GUIDANCE OF STUDENTS

The Chairman is jointly responsible with the Dean of the School and the individual instructor for the progress and welfare of all students enrolled in his Department.

He advises especially with advanced students and students majoring in his Department on their work and progress and sees to it, either personally or through others in the Department, that such students receive adequate direction in the selection of their courses and in preparation for their comprehensive examination and theses.

VI. PROFESSIONAL STANDARDS AND PROCEDURES

1) RELIGION AND ETHICAL NORMS

While Georgetown University is operated under Catholic auspices, there is no regulation which requires all members of the Faculty to be members of the Catholic faith. A Faculty member is expected to maintain a standard of life and

conduct consistent with the philosophy and objectives of the University. Accordingly, the integrity of the University requires that all Faculty members shall maintain a sympathetic attitude toward Catholic beliefs and practices, and shall make a sincere effort to appreciate these beliefs and practices. Members of the Faculty who are Catholic are expected to set a good example by the regular practice of Catholic duties.

Confidential affairs of the University or of students must not be discussed except with the appropriate University officials. Members of the Faculty are expected to apply good judgment to determine which affairs are confidential, and to make conservative decisions in case of doubt.

2) Duties

The responsibilities of full-time Faculty members are undestood to include full participation in the academic life of the University. This participation involves not only the teaching of classes, but also holding regular office hours, adequate for counselling students, availability at registration periods, attendance at University functions, acceptance of a reasonable number of assignments to committee work, and advising of student activities.

Members of the Faculty should not depart for a recess or vacation until all reports, grades, and current assignments, as may be required by Chairmen of Departments and Deans of Schools, have been completed and submitted.

The Academic Year begins one week before registration and terminates with Commencement, provided all University obligations in the matter of marks, grades, theses, and other reports have been satisfied. This is normally understood to mean from September 15 to June 15. Special arrangements may prevail in the Medical Center as necessity shall require.

Attendance at University Convocations and Commencements is expected from the full-time faculty. Except in emergencies, absence should be arranged with the Dean of the School.

3) The University Faculty Senate

Its purpose is to insure full faculty participation in matters of general University interest by sharing responsibility with the University Board of Directors and Administration in the conduct of University affairs.

The Constitution of the Senate may be found at the end of this volume.

4) Membership in Associations and Societies

All members of the Faculty are expected to belong to the important professional and educational associations and societies in their respective fields, to attend

meetings with reasonable regularity, and to be active in the affairs of at least one of such organizations. As the distinction and prestige of the Faculty member grows, he should take part not merely in the local affairs of an association or society but in its national affairs as well.

5) Papers and Publications

It is expected that members of the faculty will deliver papers at the meetings of professional and educational organizations and will contribute to professional and educational journals and publications at reasonable intervals. Within the limits of his budget, the Chairman of the Department may authorize such active participation of a full-time faculty member in the meetings of an important society. Requests for such travel must be made in due time and must be accompanied by an estimate of cost so that the chairman may have opportunity to consider his budget.

All expense accounts for authorized trips, itemized and accompanied by receipts should be submitted to the Business Office for payment.

Similar prior approval must be obtained in cases of travel chargeable to grants or contracts.

6) Absence to Attend Meetings Away from the University

Members of the Faculty who plan to be absent in order to attend meetings must arrange for such absence with the Chairman of the Department and the Dean of the School. Substitute teachers must be obtained for classes, or classes postponed. Absence to attend meetings is not sufficient reason for the cancellation of classes.

7) Sabbatical Leave

In the interest of self-improvement, professional advancement, and productive scholarship, full-time faculty members of the rank of Assistant Professor and above shall, after seven years of service in these ranks, be eligible to apply for a sabbatical leave of absence.

Applications must be made in writing through the Chairman of the Department and appropriate Dean to the Academic Vice President, or the Medical Vice President, not later than December 1 of the academic year preceding the year of absence.

The applications of the liberal arts faculty will be reviewed by a Committee composed of the Deans of the various schools with the Academic Vice President as Chairman.

In general, such leaves will be granted when the University will not suffer any academic inconvenience by such absence and when the applicant uses his leave for research or for formal study and not to teach in another college or university.

Normally the terms of sabbatical leave will be either one academic year at half basic pay or one semester at full salary. At the end of the leave period the faculty member is to report in writing to the Academic Vice President, or the Medical Vice President, on the progress of his research or formal study during that time.

It is evident that the number of leaves granted in any academic year must be limited. Leave for an exchange professorship is normally equivalent to a sabbatical leave.

All full-time faculty members of the Medical and Dental Schools, who are on a twelve-month salary basis, are eligible to apply for sabbatical leave for twelve weeks with full salary. These faculty members are eligible to apply for sabbatical leave every four years.

8) Promptness

Members of the Faculty are expected to be prompt in meeting their classes and in beginning and terminating them at the appointed time.

9) Illness

Members of the Faculty who cannot report for duty because of illness should inform the Chairmen of the Departments and/or Deans of Schools as soon as the absence appears likely, in order that substitute teachers may be appointed. Chairmen of Departments are responsible for providing substitute teachers. Whenever possible, the substitute teacher should be informed concerning assignments in order that the work of the class may proceed with the least possible interruption.

10) Emergency

Should members of the faculty be unable to perform their University duties because of any emergency, the procedure shall be the same as in the case of illness.

11) Suggestions

Suggestions for development and improvement of any kind in the University are not only welcome but solicited. Suggestions should be made to the Chairmen of Departments, unless they clearly pertain to the province of some other University official.

12) Controversial Issues

When speaking or writing in a controversial field, members of the Faculty should indicate that their viewpoints do not necessarily reflect the attitude of the University authorities.

13) Conflict With Regular Duties

1. Since teaching at Georgetown is a full-time profession pre-empting the time, abilities, and efforts of the Faculty both for teaching and research, a regular full-time teacher shall not accept regular or part-time employment as a full or part-time teacher in another institution.

2. While it is expected that full-time status will not afford much extra time, the obligation of the University to lend of its specially trained personnel is appreciated. Consultation service offered by Faculty members when called upon is thus recognized. Such consultation or other remunerative occupation outside the University, however, should not exceed an average of eight hours a week and must not be undertaken until it is arranged with the Dean on the recommendation of the Chairman of the Department who shall satisfy himself that teaching, research, mentoring, committee and other school obligations will be met.

14) Compensation for Use of Equipment

When Faculty members utilize University equipment or facilities in professional work for clients outside the University, the University shall be compensated for the actual burden, including indirect costs, borne by the University for such use, and such compensation shall be at a rate determined by the Chairman of the Department and the Dean of the School in question, or by other officials of the University who are concerned with the matter.

15) Office Facilities

Desk and office space is provided as available. These facilities are allotted as nearly as possible in order of rank and of seniority of service in the University.

16) Secretarial Service

Secretaries are employed in the offices of schools and in certain larger departments. The services of such secretaries must be arranged through the Chairmen of Departments, the Deans of the School, or the appropriate University officials.

17) Faculty Parking

Parking facilities are provided by the University to the best of its ability.

Faculty members are asked to comply with the parking regulations as promulgated.

18) The American Association of University Professors

There is a Chapter of the American Association of University Professors on Campus. Those members of the faculty interested in joining the chapter should get in touch with the President of the Georgetown Chapter.

19) Conflicts of Interest in Government Funded Activities

The Federal Government requires reasonable assurance that Faculty members are aware of potential conflicts of interest arising from interrelationships with Federal agencies and their obligation to notify appropriate University officials of all outside activities that may have conflict of interest implications.

Georgetown University subscribes to the joint statement developed in December 1964, by the Council of American Association of University Professors and The American Council on Education "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities." Copies of this statement are available in the Office of the University Grants and Contracts Administrator.

Each Faculty member is required to inform the Academic Vice President or the Medical Vice President, through the appropriate department chairman and dean, of any consultation or other services performed outside the University that may involve conflicts of interest with Government sponsored programs in which he is participating.

RANK AND TENURE

A. Faculty

All officers of instruction are members of the Faculty of the University although assigned to service in distinct schools.

Those officers of instruction who by reason of their qualifications have been appointed to one of the four full-time academic ranks (which in ascending order are Instructor, Assistant Professor, Associate Professor, and Professor) constitute the Ordinary Faculty of the University.

Specialized titles* may be used with the approval of the President. These titles are essentially descriptive and do not of themselves affect the privileges or obligations of the four full-time academic ranks.

B. Norms for Appointment and Advancement

Those appointed to the Faculty are expected to respect the educational philosophy of the University as enunciated in the catalogues of the University and to observe the professional standards and procedures as set forth in this Handbook.

It is to be expected that members of the Faculty will provide satisfactory service in their teaching and other duties. Full-time faculty members are expected to devote the normal working week to the University by teaching, research, consultation, preparation, or other University assignments. Satisfactory service does not of itself constitute grounds for advancement in academic rank.

With the advancing levels of academic work, it is expected that faculty members will demonstrate an increasing level of scholarship and teaching ability. While there is no easy definition of what may constitute evidence of scholarship, it is generally recognized that a scholar has a wide and critical command of the field of his study as well as broad cultural interests. The highest indication of scholarship is the ability to make original contributions to his field of knowledge. Research beyond the normal level will mean a reduction of the teaching schedule or may be assigned in lieu of teaching loads.

Equally difficult to define are the qualities which constitute evidence of teaching ability. Certainly the ability to communicate to students the fruits of his scholarship and to encourage, to stimulate and obtain from his students the fullest expression of their abilities are included in the characteristics of a good teacher.

* Such as those bestowing honor (Distinguished Professor); indicating part-time service (Clinical Professor; Adjunct Professor), or solving administrative technicalities (Associate Professor of Neurology and Psychology; Professor of Labr Law).

C. Definition of Academic Ranks

1. *Instructor*

a) Appointment to the rank of Instructor generally presupposes the following qualifications:

i) Individuals may be appointed as Instructors who have advanced to candidacy for the Ph.D. or possess the professional degree required for teaching in certain fields.

ii) Proved or presumptive teaching ability.

iii) The potential to progress toward the Assistant Professorship according to the ordinary norms.

iv) Those qualities of character and personality expected in a teacher and director of students.

b) In exceptional circumstances, an appointment may be made to the grade of Instructor of one who does not meet the degree norms in section (i) and (iii) above, but whose teaching ability is superior.

One appointed to this rank in these circumstances shall enjoy all the privileges and rights of a member of the Ordinary Faculty except that he shall not be eligible for promotion beyond the rank of Assistant Professor.

2. *Assistnat Professor*

a) Appointment to this rank of promotion from the rank of Instructor presupposes:

i) Possession of the Ph.D. or of the professional degree required for teaching in certain fields.

ii) Evidence of the possession of those qualities of character, personality, and competence expected in a teacher and adviser of students.

iii) Evidence of scholarship and research, particularly scholarly publications. Consideration will be given to such subsidiary evidence as direction of or significant participation in research projects, participation in the scholarly activities of learned societies, and professional consultative service.

iv) Evidence of satisfactory performance of other University responsibilities.

b) In exceptional circumstances and only after ten years of service to the University an instructor who does not meet the degree norms [see (1) (b) above] may be promoted to the rank of Assistant Professor. He shall not be eligible for further promotion.

3. *Associate Professor*

Appointment to this rank or promotion from the rank of Assistant Professor requires:

i) A minimum of three years in the rank of Assistant Professor at this University. In the case of new appointments, account may be taken of experience and of professional recognition.

ii) Evidence of continuing and increasing achievement in the areas described in (2) (a) (ii-iv) inclusive.

iii) Evidence of recognition by colleagues in the same field of scholarship.

iv) Those qualities which warrant permanent tenure, whenever tenure is to be granted together with promotion to this rank.

4. *Professor*

Apointment to this rank or promotion from the rank of Associate Professor supposes, in addition to distinguished fulfillment of the require-

ments of the previous ranks, evidence of such outstanding qualities of scholarship as to merit general recognition among scholars and educators in the same field.

D. Terms of Service

Notice of nonreappointment will be given in writing to full time Faculty members in accordance with the following standards:

1) Not later than March 1 of the first academic year of service at George town.

2) Not later than December 15 of the second academic year of service.

3) Not later than November 1 after two or more years of service.

1. *Instructor and Assistant Professor*

a) For one regularly appointed to ordinary faculty at these ranks, the normal term of service is three years, renewable annually. The appointment may be extended to seven years.

b) An Instructor appointed in the exceptional circumstances of (C) (1) (b) above may be reappointed without limit of years.

2. *Associate Professor*

Promotion at any time after three years of service at Georgetown as a member of the Ordinary Faculty to the rank of Associate Professor confers tenure. In the case of others appointed or promoted to the rank of Associate Professor such appointment does not confer tenure, except where specifically provided in the terms of appointment.

3. *Professor*

Promotion after three years of service at Georgetown as a member of the Ordinary Faculty to the rank of Professor confers tenure. In the case of others appointed to the rank of Professor such appointment does not confer tenure, except where specifically provided in the terms of the appointment.

4. *All Ranks*

Prompt written notice shall be given by the University to all members of the Ordinary Faculty setting forth the rank of initial appointment, the rank to which one is promoted, the grant of tenure, the denial of tenure, or of any other final action taken in regard to rank or tenure.

If for any reason a member of the Ordinary Faculty intends to leave the University at the close of an academic year, due notice should be given in writing to the Chairman of the Department and/or the Dean by February 1st. If circumstances allow, the courtesy of earlier notice is expected from tenured members of the Faculty.

E. Appointments

All appointments to the Faculty at the rank of Professor and Associate Professor are made by the President of the University. Other appointments made below these ranks are made by the properly delegated University authority (cf. Academic Vice President and Medical Center Vice President.)

F. Tenure

Tenure may be defined as a mutally acknowledged expectation of continuing service that is terminable by the University for just cause (as for professional or moral inadequacy of the teacher, or for grave economic stringency on the part of the University, or for reasons of major changes in institutional aims). Tenuer is ordinarily limited to full-time members of the Ordinary Faculty above the rank of Assistant Professor.

Except when specifically provided in the letter of appointment, tenure is not granted until at least three years of service at this University have been completed. Summer sessions shall not be included toward such service, but service may be counted from either semester of the academic year.

Members of the Ordinary Faculty recommended for promotion to Associate Professor after at least three years of Georgetown service are evaluated by the Rank and Tenure Committee during the promotion process and acquire tenure as of the effective date of the promotion.

Teachers appointed as Professors or Associate Professors without tenure specified become eligible for tenure at the end of their third year of full-time Georgetown service. During the fifth semester of such service, the pertinent Dean, Chairman or the individual faculty member may request promotion to the Rank and Tenure Committee. The Rank and Tenure Committee will consult the executive faculty in the Law Center or Medical Center, or the Chairmen of Departments and cognizant Deans in the other schools of the University. If tenure is denied to such a faculty member, his contract may be renewed for not more than two years, with annual review on the subject of tenure. The appointment of a teacher not achieving tenure shall be automatically terminated no later than the end of his seventh year of full time service; but no later than the end of his fifth year in rank as Associate Professor or Professor.

Tenure is completed at the normal retirement date* or earlier if his service at the University has been terminated prior to the normal date for other reasons.

The recommendations of the Rank and Tenure Committee for tenure or promotion are submitted to the President for approval and he notifies the faculty member whether tenure or promotion is granted or denied.

*For definition of "normal retirement date," see "Retirement Plan" booklet.

TUITIONAL SCHOLARSHIPS

Faculties and Their Families

Full-time faculty members who have tenure or have taught at the University for three years are entitled to tuitional scholarships on the following conditions:

1) The scholarship is awarded for pursuit of a valid educational objective, i.e., regular progress towards a degree.

2) Failure to comply with any of the regulations of the school in question, such as regular attendance at class, etc., is sufficient cause for the termination of the scholarship.

3) In no case will the scholarships exceed four academic years.

4) Scholarships are for tuition only. All other fees must be paid in the semester in which they are incurred.

5) Scholarships are awarded for the fall and spring semesters. Only faculty members themselves may receive scholarships for the Summer School division.

6) Within the provisions of the above, the following scholarships may be had.

   a) For faculty members.
   Full tuition scholarship for courses in other schools of the University. (cf. PROCEDURE below).

   b) For children of faculty members.
   Full tuition scholarship in any of the degree-granting programs of the University for no more than four academic years.

   c) For children of a deceased faculty member who, at the time of death, had been a full-time faculty member of more than ten years active service, including sabbatical leaves but not other leaves of absence, the same tuition arrangements will apply.

d) For children of a deceased faculty member who, at the time of death, had been a full-time faculty member of more than three but less than ten years active service, provided that the child has already begun and is enrolled in a degree-granting program, the same tuition arrangements will apply.

e) Since members of the ROTC staff are not eligible for tenure appointments, requests for scholarships of this nature will be handled on an individual basis.

Procedure: The child of the faculty member or administrator will make application before each Registration to the Academic Vice President. The Academic Vice President will indicate approval by issuing a Credit Memorandum which is to be presented, in lieu of cash, to the Cashier at each Registration.

POLICY ON COPYRIGHTS, INVENTIONS, PATENTS & GRANTS

A. Copyright Royalties of Publications on Materials Authored by Faculty Members.

The University and the faculties are requested to do everything possible to encourage publication and research by staff members. The services of the Office of the University Editor, for example, are available, without fee. These services include advice on book contracts and the submission of faculty manuscripts to trade publishers.

In case of publication of teaching material by staff members in which the University pre-pays the full, or a substantial part of, the costs of such publication, special arrangements have to be made about the copyright and the division of royalty with the dean of the pertinent school as well as with the Treasurer of the University.

Copyrights which, for one or the other reason, are registered in the name of the University, especially in case of publication under government contract, may be transferred to the staff member, if such a transfer appears to be in the interest of the best utilization of such copyright.

B. Inventions and Patents

Faculty, staff members and employees of Georgetown University—hereinafter referred to as staff members—shall participate in the fruits of scientific research under the following principles:

I.

Georgetown University acquires ownership in all inventions—any new and useful process or discovery, art or method, machine, manufacture, or improvement thereof—made or conceived by a staff member, provided such invention was made:

(a) during a special research assignment given to a staff member pursuant to a research contract or grant of the University or otherwise;

(b) in utilization of the facilities, equipment, funds or other contributions of the University;

(c) and provided that the University has not entered into a research grant or contract with express provisions to the contrary.

Inventions made by a staff member on his own time and without aid of Georgetown University facilities are the sole property of the inventor.

(a) Patents from such inventions should be administered so as to not involve the name or the facilities of Georgetown University.

(b) Time spent in administering such patents should conform to the University policy on outside activities by a staff member.

(c) In general a staff member should not patent such inventions which are in the specific field of Georgetown University's research programs without permission by the University.

(d) Inventor-owned patents may at the option of the inventor be assigned to Georgetown University for administration under University patent policies or in accordance with specific agreement between the inventor and the University.

II.

Ownership and disposition of invention rights resulting from research financed wholly or partially by governmental, industrial, philanthropic or other organizations shall be determined by the rules, regulations, and procedures of the sponsoring organization and in accordance with the terms of the related research agreement and the policies of Georgetown University. A staff member who elects to perform research on governmental, industrial or other projects undertaken by the University is required to sign such supplemental agreements as are necessary to enable the University to fulfill its legal obligations with respect to patentable discoveries.

III.

At the request of Georgetown University any member of the University staff who developed an invention under paragraph I (a), (b), or (c) or paragraph II shall be required to execute the papers required for making application for patents in the United States and abroad and for assignment of such patent applications or patents to Georgetown Universiy or its designee. The expenses of the patent proceedings undertaken pursuant to this section are to be paid by the University or by its assignee.

IV.

Georgetown University may dispose of its rights obtained under paragraph I, II and III as follows:

(a) by selling, or licensing, or assigning, or otherwise exploiting such rights;

(b) by opening such rights for public use, if principles of charity or public policy, in the determination of the University, so demand;

(c) by releasing such rights to the inventor, provided he repays expenses already incurred by the University or its assignee;

(d) by including such rights in a research contract with a third party under which such rights are, either in advance or subsequently, assigned or licensed to the third party or otherwise.

V.

The member of the staff shall be paid one half of the net income resulting to the University under paragraph IV (a).

If disposition is made under paragraph IV (d), Georgetown University will do its best, in the interest of its staff members, to facilitate their participation in the income eiher directly from the third party or through participation in the income of the University.

VI.

The members of the staff of Georgetown University are expected to cooperate in the following ways:

(a) They will maintain clear records from which the developments of research and of inventions can be proven.

(b) They will report to Georgetown University or its departments whenever, in their opinion, an invention, patentable or not, was made.

(c) They will assist the patent attorney designated by Georgetown University, or by the University's assignee, in the prosecution of the patent application.

(d) They will assist Georgetown University in its attempt to dispose of the rights resulting from inventions or patents.

(e) These obligations enumerated here remain effective even after the staff member shall leave the University.

Georgetown University will give all reasonable opportunity to the staff members to help in getting the most equitable arrangement in the interest of Georgetown University and of the inventor.

VII.

Any dispute arising from the application of these principles shall be arbitrated in accordance with the procedure prescribed by the American Arbitration Association. The award rendered by the arbitrator shall be final and binding on both parties.

VIII.

The conditions enumerated herein shall become a part of each contract of employment with staff members.

IX.

Notwithstanding the above provisions, the University may elect to contract with a patent management firm for such services in relation to patent applications and prosecutions as such organization offers. In augmentation of this policy, the University has entered into a patent development agreement with Research Corporation which will act as the University's patent management agency. Any net income which the University obtains from the sale or exploitation of an invention shall be shared with the inventor as indicated in paragraph V above.

Research Corporation is a non-profit foundation which distributes its total net income as grants-in-aid of research to colleges, universities, and scientific institutions. As stated in its charter, it was established to receive and to acquire inventions and to render the same more available and effective in the useful arts, to provide means for the advancement of scientific investigation by contributing the net earnings of the corporation to scientific and educational institutions, and to receive other monies and property and to apply the same to the objects specified.

C. Procedure for Research Grants or Contracts

1. When application for a research grant is to be made, a written outline of the project in question, approved by the appropriate Department Head, will be submitted to the Committee on Research and Graduate Study of the school. In the event of non-approval by the Department Head, the principal researcher shall retain the right to submit his project to the Committee on Research and Graduate Study of the School concerned for consideration jointly with the Head of the Department concerned. If such a committee does not exist, the project shall be submitted to the Dean. (In lieu of the written outline—the dean or committee of the school may accept the fully prepared project application for review.) This outline should be brief but should include definitive statements on the following points:

   a. Statement of the Problem

   b. Method of Approach

   c. Requirements (equipment, time, personnel, space, etc.)

   d. Reason, rationale or significance

   e. Source of support (projected)

   In its consideration of the above outlined projects, the committee or dean should determine if the project is scientifically sound, the approach is practicable, and that the interests of Georgetown University will be protected. By this is meant that basic and useful equipment may be obtained, commitments on personnel and space will not be burdensome to the school and that the academic reputation of the school will not be endangered by the nature of the work or the restrictions of the grantor.

2. Upon the approval of the committee, if one exists, the proposed project will be sent to the Dean of the school for his consideration.

3. In instances where an investigator conceives of a worthwhile project but lacks financial support, the grant request should be prepared as outlined above and sent through channels to the Dean.

4. The proposed project should then be written in the form required for grant application, and this presented to the Dean for forwarding to the Treasurer of the University with a letter or signature of approval written by the Dean. All grant applications must also bear the signature of the President or the Treasurer as contracting officers for the University.

5. In preparing requests for research grants and contracts, applicants should include direct and indirect costs. When practicable the following manual may be used as a guide: "Explanation of Principles for Determination of Costs Under Government Research and Development Contracts with Educational Institutions War Department—Navy Department, August 1947."

6. The Deans of the individual schools may be authorized to depart from any or all of the "Stipulations for Commercial Contracts" in exceptional cases, upon the prior approval of the University contracting officer.

D. Stipulations for Commercial Contracts

1. The study will be directed solely by the principal investigator with the concurrence of the Faculty Committee on Research. However, the officers and employees of the grantor will be welcome to discuss the problems and offer suggestions.

2. The University will permit preliminary negotiations for grants but before any formal contract is consummated it must pass through the appropriate channels of the University.

3. The University Department will agree to use its best judgment in directing the study along the lines of the initial plans and to utilize the funds as advantageously as practicable. No agreement or promise is made regarding the results to be obtained and the publication of the findings will be entirely at the discretion of the principal investigator directing the work and the Executive Faculty or the Dean.

4. Original records will be kept by the principal investigator. Reports of progress will be made, through the Dean, to the grantor from time to time as agreed upon. No parts of such reports may be made public until after publication of the results by the investigators except when the investigators specifically release all or part of their report for publication by the grantor.

5. Neither the name of the school nor the name or names of the investigators may be used in advertising or publicity material without authorization by the Executive Faculty or the Dean of the school.

6. The University Department, in the absence of a specific agreement to the contrary, shall have the right to publish significant findings resulting from all or any part of the project at the discretion of the principal investigator with approval of the Dean or the Executive Faculty. However, even in the absence of such a specific agreement, careful consideration will be given the opinion of the grantor regarding the opportune time for publication of results.

7. Articles published which are reports of studies under a grant will carry a statement giving credit to the grantor for support of the work.

8. No commercial brands or trade names shall appear in the publication of the results except as such brands or trade names are essential in the description of the reserach.

9. Reprints of papers written by workers on a project are not to be distributed by the grantor except with the permission of the principal investigator.

10. Nothing in the foregoing Stipulations shall be construed as limiting or proscribing individual initiative in the various fields of research.

THE CONSTITUTION OF THE UNIVERSITY FACULTY SENATE

I. The Georgetown University Faculty Senate

There is hereby established a Senate of Georgetown University, for the purpose of insuring full Faculty participation in matters of general University interest by sharing responsibility with the University Board of Directors and Administration in the conduct of University affairs.

II. Functions of the Senate

1. The Senate shall have authority to discuss and express its views on any matter of general University interest, and to make recommendations to the President and Board of Directors, and to the University Faculties. The Senate shall discharge its functions as a body or through committees or persons duly delegated to act for it.

2. Matters may be brought before the Senate by the President or Board of Directors, and, according to procedures outlined in VI.2., the Executive Faculties; University Committees; on petition of any individual Faculty member or groups of Faculty members; and on the Senate's own initiative. The Senate shall at all times control its own agenda.

3. The Senate shall participate in University affairs including the following areas:

a. Educational affairs of general University interest;

b. The determination of conditions of academic freedom and responsibility, including the recommendations of desirable standards and grievance procedures;

c. The formulation and application of standards for rank and tenure, including appointment and promotion procedures and grievance procedures;

d. University governance, including consultation with the Board of Directors concerning the appointment of the University President, Academic Vice-President and Academic Deans, and recommendation of appropriate procedures for the selection of Departmental Chairmen;

e. The University budget, including examination of budgets and consultation with respect to the University's financial status and policies;

f. Grants of general University interest;

g. Faculty and staff salaries, retirement plans, and fringe benefits, including periodic reviews of salary and benefit standards and ranges;

h. Faculty research grant and sabbatical leave procedures and policies;

i. Student affairs, including liaison with the Student Development Office and with student governments, and recommendations regarding student concerns;

j. Physical plant and facilities including planning and development;

k. University convocations, including recommendations concerning honorary degrees.

III. Membership

1. The Senate shall be composed of seventy-five elective members from the three constituent Faculties, as set out in paragraph 2. below and of the following "ex-officio" members: the Academic Vice-President of the University, the Vice-President for Medical Center Affairs, the Administrative Vice-President of the University, the Deans and Acting Deans of the Schools of Medicine, Dentistry and Law; and four Main Campus Deans, selected annually by the Main Campus Council of Deans, the other members of the Council being designated as alternates, with full privileges of Senate membership in the absence of any of the four.

2. The elective members shall be apportioned among the three constituent Faculties (Arts and Sciences, including the School of Nursing; the Medical and Dental Schools; the Law School). The initial distribution shall be: Arts and Sciences, 45, including at least 3 from the School of Nursing; 1 from the School of Business Administration; 3 from the School of Languages and Linguistics; 2 from the School Faculty, School of Foreign Service; Medical-Dental, 20, Law 10. The Senate shall at reasonable intervals re-examine the apportionments.

IV. Election Procedure

1. All full-time Faculty members with at least one year of full-time service at the University shall be eligible to vote in elections for the Senate, and to serve as members of the Senate.

2 Nominations for seats in the Senate, for full terms or for unexpired terms in the event of vacancies, shall be in writing and bear the signatures of five qualified voters in the constituency of which the nominee is a member of the Faculty.

3. Within each constituency the candidates receiving the highest numbers of votes shall be considered elected, except that in accordance with III., 2., at least 3 members of the School of Nursing, 1 member from the School of Business Administration, 3 from the School of Languages and Linguistics, and 2 from the School Faculty, School of Foreign Service, shall be considered elected. A tie shall be decided by lot.

4. Elections shall be held annually in the spring semester for one-third of the seats in the Senate in each constituency and for the filling of any vacancies.

5. For the first election to the Senate, the Chairman of the Provisional Assembly shall appoint an Election Commission representative of the three constituencies, to conduct the election in accordance with the provisions stated above. Thereafter, the Presiding Officer of the Senate shall appoint annually the Election Commission. It shall be the duty of the Election Commission to certify lists of qualified voters, to receive nominating petitions, and certify winning candidates. Vacancies shall be filled at the next regular election.

V. Terms

1. The term for elected members of the Senate shall be three years.

2. At the first convening of the Senate, following the first election, Senators from each constituency shall be divided by lot into three equal groups, one group to serve for one year, one for two years, and one for three years. Thereafter, all terms shall be for three years.

3. Members elected in 1971 shall draw for terms of 1, 2 and 3 years, the number of each being such as to preserve the constitutional provision that one-third of the Senate in each constituency shall be elected annually.

VI. Officers and Steering Committee

1. The Senate shall elect, Biennially, from its membership, at the first regular meeting following election of new Senators, a President, two Vice-Presidents (a First Vice-President and a Second Vice-President) and a Secretary-Treasurer. Nominations for these offices may be made by a Nominating Committee and from the floor. In event that a vacancy occurs, there shall be a special election.

2. The four officers, the Academic Vice-President, and a second ex-officio member of the Senate, appointed by the President of the University, shall appoint the chairmen of the Senate's standing committees subject to confirmation by the Senate, who, with the officers, and the two ex-officio members, shall serve as the Steering Committee of the Senate.

3. The Steering Committee shall have the following authority:

a. To receive communications concerning matters to be put upon the agenda of the Senate;

b. To establish the agenda for Senate meetings, excepting that any member of the Senate may, at a meeting of the Senate, ask the body to consider a particular matter;

c. To refer appropriate matters to the Standing Committees of the Senate, which standing committees shall be free to take up matters on their initiative;

d. To select members of the standing and special committees of the Senate;

e. When requested by an Executive Faculty, to designate a member or members of the Senate to serve as representatives to the Executive Faculties of the University, the designation of such representatives being subject to confirmation by the Senate;

f. Subject to confirmation by the Senate, to appoint some members to standing and special committees whose jurisdiction and membership are university-wide, including at least half the membership of the Rank and Tenure Committee, the others being appointed by the President of the University. For major committees serving more than one Depa.tment or School, the Steering Committee shall appoint two voting members, subject to Senate confirmation, the remainder being selected as the President of the University shall designate. In making appointments to either of the University committees described herein, the Steering Committee shall insofar as feasible give representation to each of the three constituencies.

g. To call special meetings of the Senate;

h. To manage the b udget of the Senate.

VII. Senate Committees

1. The standing committees of the Senate shall include:

a. The Committee on Educational Affairs, whose jurisdiction shall extend to matters described in II. 3.a., f., h., k.

b. The Committee on Academic Freedom and Responsibility, whose jurisdiction shall extend to II. 3.b. and c.

c. The Committee on University Governance, with jurisdiction over II. 3.d.

d. The Committee on University Budget and Finance, with jurisdiction over II. 3.e.

e. The Committee on Faculty and Staff Salaries, Retirement Plans, and Fringe Benefits, with jurisdiction over II. 3.g.

f. The Committee on Student Affairs, with jurisdiction over II, 3.i.

g. The Committee on Physical Facilities, with jurisdiction over II. 3.j.

2. By majority of those present and voting, the Senate may constitute special committees, and may add to or abolish standing committees.

3. The Senate shall elect, biennially a Nominating Committee for the selection of officers.

VIII. Procedure

1. A quorum shall consist of 40 percent of the membership of the Senate.

2. No member shall have more than one vote.

3. The Senate shall establish and may amend its rules of procedure by majority vote.

4. In matters not regulated by this constitution or by the Senate's rules of procedure, *Robert's Rules of Order Revised* shall be the parliamentary authority. The President of the Senate may appoint a parliamentarian.

IX. Meetings

1. The Senate shall hold four (4) regular meetings during each academic year: one in October, one in December, one in February, and one in April.

2. Special meetings may be convened by the President or—in his absence—by either of the Vice-Presidents.

3. Special meetings shall be convened by the President upon written request signed by ten members, or upon request from the Academic Vice-President of the University.

4. Unless there is an emergency, the calling of a meeting shall be made at least two weeks before the date of the meeting; the call shall be in writing and contain the proposed agenda.

X. Amendment Procedure

Amendments to the constitution shall become effective after having been adopted by two-thirds of the members present and voting, and approved by the President and Board of Directors of the University, and by a majority vote of the full-time Faculties with at least one year of service.

XI. Ratification

1. Ratification of this Constitution requires:

a. Approval by a two-thirds majority of those members of the Provisional Assembly present and voting called to consider the Constitution;

b. Approval by the President and Board of Directors of the University;

c. Approval by a majority voting in each of the three constituencies in a referendum on the constitution. Qualifications for voters shall be in the same as in IV. 1. As a constituency ratifies the constitution, it shall be in effect in that constituency.

2. When ratified, the Constitution shall become a part of the Statutes of the University, and shall appear in an appendix to the Faculty Handbook.

FRINGE BENEFITS

Benefits described in this document are available only to faculty appointed to permanent, full-time positions. Part-time faculty and those appointed to full-time positions on an emergency or temporary basis (for a period of 4 months or less, including all summer-only appointments) are not eligible unless it is required by law. Benefits described herein are available to faculty on sabbatical leave if prior arrangements are made with the University Insurance Coordinator.

Since some of the benefits are optional or require a waiting period, each faculty member is urged to acquaint himself fully with the details about them

and to make arrangements to take advantage of those in which he is interested as soon as he is eligible. He should also advise his beneficiary of the payments to which he—or his family—would be entitled in the event of his illness, disability, or death.

Deductions to cover the expenses of individual participation in these plans are made from each salary check on the basis of an authorization signed by the employee. Deductions are ordinarily made on a 12-month basis. In the case of a faculty member paid for 10 months only, deductions for July and August as well as for June are made from the June check. Employee deductions and University contributions apply to base salaries only. Additional payments for additional work are excluded.

General or specific questions about the various benefit plans should be referred to the Office of the University Insurance Coordinator.

LIFE INSURANCE AND RETIREMENT

I. Group Life Insurance

When earning capacity is terminated by death from any cause, life insurance helps pay last expenses and outstanding debts and furnishes money for family needs. The group life insurance plan described here adds to the insurance estate during active years—when responsibilities are the greatest. This program is sponsored by the Investors Syndicate Life Insurance and Annuity Company (ISL). Participation in this program is mandatory.

Under this plan the amount of group insurance is an amount equal to the faculty members basic annual salary taken to the next higher multiple of $1,000 subject to a maximum of $20,000; or the faculty member may elect Option 'B' which is an amount of life insurance equal to two times the annual salary unless this results in an amount over $20,000 in which event the amount is the greater of $20,000 or 150% of the salary rounded to the next higher multiple of $500 and limited to a maximum of $40,000. In the event of an accidental death, the amount of benefit (basic and optional plan) is equal to four times the amount of the group life insurance.

The faculty member's contribution towards this insurance is 25¢ per $1,000 per month for the amount of life insurance over the first $1,000.

Group life insurance policies have no cash or loan value. Except for retirees, the insurance terminates 31 days after leaving the full-time employment of Georgetown University. During this 31 day period all or part of the insurance

may be converted to a life insurance plan offered by the Investors Syndicate Life Insurance and Annuity Company without a medical examination. In the case of retired employees, the face amount of the group life if in excess of $1,500 shall be reduced to $1,500 effective as of the date the employee becomes a retired employe. All accidental death and dismemberment insurance will cancel upon retirement. The entire cost of continuing the insurance will be paid by the University.

II. Retirement Annuities

Georgetown University instituted a trustee retirement plan for full-time faculty members and administrative employees on January 1, 1954. This program is referred to as the Georgetown University Retirement Program (GURP) and is administered by Chase Manhattan Bank. On January 1, 1969, the University offered to faculty members the option of investing for their retirement with the Teachers Insurance and Annuity Association (TIAA) and its affiliated College Retirement Equities Fund (CREF) Faculty members joining our staff, from January 1, 1969 through June 1970 could elect either plan. However, effective July 1, 1970 the Georgetown University Retirement Program (GURP) was closed to new participants.

Members of the Georgetown University Retirement Program (GURP) contribute to the fund an amount equal to 3% of the first $4,800. of annual compensation plus 4½% of annual compensation in excess of $4,800. To this amount the University contributes such sums as shall be necessary together with the sums contributed by the participants to maintain the plan in an actuarially sound condition. The benefits payable under the GURP plan are based upon a formula that gives weight to the number of years of service and the amount of annual compensation. Full details may be obtained from the Office of the Insurance Coordinator.

New faculty mmebers may now participate in the TIAA and CREF program provided they are age 25 or older and employed as regular full-time faculty members. Participation in this program is mandatory.

TIAA annuities guarantee a fixed retirement income to annuitants. CREF annuities are "variable annuities," the retirement income from which may be expected to vary from year to year in accordance with the changes in value of the broadly diversified common stocks in which CREF funds are invested.

A participant in the TIAA or TIAA-CREF Retirement plans authorizes a monthly deduction of 5% of his base monthly salary. The University contributes

an additional 5% of the same base salary. The annuitant may designate the distribution to be made of payments each year (his own and the University's) between his TIAA and CREF annuities in any proportion, including 100% to either company.

The Internal Revenue Code provides that colleges, universities, and certain other non-profit organizations, may place a portion of an employee's compensation in an annuity contract owned by him, and that his portion of compensation will not be taxed to him currently, but will be taxed, instead, as he receives it from his annuity during retirement. Therefore, it is permissible under the Code for a participant to request that, instead of contributing 5% of salary to the TIAA-CREF plan under the standard method, the same amount would be sent to TIAA-CREF for the faculty members annuity each month, but his take-home pay would be somewhat larger because, instead of paying income tax currently on the 5% of salary being set aside for his retirement years. If the faculty member wishes to elect a reduction in salary for the purpose outlined above, he must make this election in writing prior to the beginning of the period for which the reduction is to be effective. The request cannot be retroactive, and the salary reduction must be irrevocable for a period of one year.

The annuities (TIAA-CREF) provide no loan or cash value. The total amount invested (by the staff member and University) plus interest is payable as a death benefit if the participant dies before he retires. The annuity contracts are fully vested. TIAA-CREF contracts are the property of the individual faculty members and may be transferred to many other educational institutions and professional or scientific organizations with similar plans. They may also be continued at his own expense by a participant who joins a staff of an institution which provides another type of retirement protection.

III. Tax Sheltered Annuities

Georgetown University, by Board approval, entered into a Tax Sheltered Annuity Program in 1964 for Faculty and other salaried personnel. Under this plan, employees of the University may divert up to a maximum of 20% of their salaried income into a tax-sheltered annuity. The money diverted into the annuity is not subject to Federal Income Tax nor is the accumulated interest earnings. The retirement income would be taxable when received. However, the additional retirement income is usually taxed at a lower rate since the retirement income is usually lower than earned income prior to retirement. The purpose of this program is to supplement retirement benefits currently provided by the University's pension program and existing Social Security Benefits.

IV. Deferred Compensation

Under the optional University Deferred Compensation program, the employee agrees to defer income and by mutual agreement, the University agrees to provide the employee with two basic benefits:

1. A portion of salary would continue over a period of years to the employee's family in the event of death prior to retirement, and
2. Additional income would be paid to the employee upon retirement supplemental to those benefits provided by the pension program and Social Security.

As in the case of the Tax Sheltered Annuity program, the amount of income deferred is not taxed until received as retirement income.

V. Social Security

The Federal Government requires participation in the Social Security (OASDI) program of all employees.

The cost of this insurance is fixed by law and is paid equally by the staff member and the University. The current 1971 payment is 5.2% of salary; an amount which is matched by the University for a total of 10.4% on the first $7,800 of salary earned each calendar year. Of the total OASDI payment .6% is now for Medicare coverage and the remainder is for retirement and disability coverage.

HOSPITALIZATION INSURANCE

The University's hospitalization and major medical benefits plans are designated to enable faculty members and their dependents to obtain the medical and surgical care they may require at the least possible expense to them. Because of the variations in hospitalization plans, a person joining the staff of Georgetown University is urged not to give up coverage he may have had elsewhere until he is fully enrolled in and covered by the University's own plans.

The University, in cooperation with New York Life Insurance Company provides a voluntary group plan for hospital, surgical, and major medical benefits in case of illness.

The University urges all faculty and staff members to participate in the New York Life plan but it is not required. The University pays approximately ⅓ of the cost. The current 1971 employee contribution for the combined hospital, surgical, and major medical coverage is $11.18 a month for an individual and $29.82 a month for a family unit. These rates are determined by the amount

of claims paid and are set by New York Life Insurance Company and are subject to change.

A new faculty member may enroll in the group immediately upon entering on his duties at the University. The coverage becomes effective the first day of the first full month of employment. If enrollment is delayed more than 31 days after the date of earliest enrollment, the faculty member will be required to submit evidence of insurability satisfactory to New York Life. Evidence will also be required of dependents if they are not enrolled within 31 days of the date they first become eligible. Eligible dependents who may be insured under the plan include the husband or wife of the employee, unmarried children 14 days or more of age, (from birth in the case of major medical insurance) who have not reached their 30th birthday; provided however, if a child has reached his 19th birthday he must:

a. depend upon the faculty member for support and maintenance,
b. have the same permanent residence as does the faculty member,
c. be an unmarried full-time student at an accredited school or university.

The group hospitalization provides room and board charges incurred by an employee or his insured dependents for the first 180 days of confinement in semi-private accommodations. If confinement is in a private accommodation, the plan pays an amount equal to the expense incurred for room and board and private room and board and floor nursing (if the hospital does not have semi-private accommodations the plan pays 80% of the minimum daily rate for additional hospital charges incurred during the period for which room and board benefits are payable).

The Program's surgical expense benefits provide payment for charges made by a licensed physician for performing surgery in the case of accident or sickness. For all procedures due to the same or related causes performed during one period of disability the maximum surgical reimbursement is $900.

When an eligible individual incurs covered medical expenses which exceed benefits under the hospitalization and surgical plan by more than $100, the insured pays 20% and the major medical insurance plan pays 80% of covered expenses up to a maximum of $25,000. for each cause.

A staff member who is covered by hospitalization and surgical benefits plans other than provided by the University is advised to consult with the University Insurance Coordinator to ascertain whether or not his plan affords him and his family maximum protection.

DISABILITY INCOME INSURANCE

Long term disability insurance assures the continuance of a substantial portion of salary by way of a monthly income if one should become so disabled that he can no longer work for his living. It protects against disabilities that last for years—disabilities that can wipe out life savings and put one hopelessly in debt. The University offers, on a voluntary basis, a disability insurance program underwritten by the Insurance Company of North America. A faculty member is eligible to enroll after completing *one year's service*. The cost to an insured is 65¢ per $100. of monthly salary.

In the event of total disability this insurance provides an income of 60% of the monthly salary subject to a maximum benefit of $1,500. per month. This maximum benefit is reduced by any benefit to which the faculty member may be entitled to under:

a. Workmen's Compensation
b. Primary Social Security (the amount applicable to the person only, not the full family)
c. Any benefit under a state disability benefit law
d. Any disability benefit payable for early retirement benefit actually received under the pension program.

However, if benefits (other than those received from individually owned disability income contracts) in combination exceed 75% of the base salary, the benefit under this program will be reduced by the amount of such excess.

The benefit will be based on monthly salary (exclusive of any bonus or overtime) at commencement of disability. Monthly salary annualized, i.e., contract salary divided by 12. Georgetown University Summer School income will be included in the calculation of average monthly salary for enrollment and in the event of disability.

A benefit period commences on the 91st day of total disability and can continue to age 65. The University will continue the salary of any disabled faculty member during the *first 91 days of disability*.

WORKMEN'S COMPENSATION INSURANCE

The University is required by law to carry Workmen's Compensation Insurance for protection of full-time and part-time staff members while performing their duties. If it is practical, employees of the University injured on duty, should be sent or taken to the Employee Health Service, basement of St. Mary's Hall (Employee Health Service hours: Monday through Friday, 8 a.m. to

4 p.m.). When the Employee Health Service is closed, or if the injury is of a serious nature, the employee should be sent or taken to the Georgetown University Hospital for medical attention. Emergency aid may be given to a seriously injured individual at the Student Health Infirmary located in McDonough Gymnasium or he may be treated by any doctor or hospital in which case he should be certain that the doctor who treats him reports the injury promptly to the Employee Health Service, telephone number 625-7321.

If the injured employee is unable to report for duty the following work day, he should advise both the Health Office and the immediate supervisor.

Payments allowed on the Workmen's Compensation Insurance Plan are ordinarily paid directly to the doctors or the hospital which provides the treatment. If a staff member is absent from work in excess of 91 days because of an injury incurred while performing his assigned duties the plan provides compensation at the rate of $\frac{2}{3}$ of his average salary up to a maximum of $70 per week.

All accidents and injuries involving Workmens Compensation Insurance must be reported immediately to the Employee Health Service. Forms are available at that office for the purpose of reporting to the Workmen's Compensation Board.

THE LAW CENTER—600 New Jersey Ave., N.W. (20001)
The Dean, ADRIAN S. FISHER, LL.B.
The Registrar, ELEANOR R. HIGDON, A.B.

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The Dean, CHARLES B. MURTO, D.D.S.
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36th and N Streets, N.W.
The Dean, EDWARD M. KAITZ, Ph.D.

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